

A Perfect Proposal Example -
Concise, clearly written, the budget is well documented and related to results

National Park Service, Lewis and Clark National Historic Trail
Challenge Cost Share Program Application

This form must be completed and submitted via the Internet (submission at www.nps.gov/lecl) **AND** One Original Ink Signature with nine hard copies (10 total applications) mailed to: *Lewis and Clark National Historic Trail, 601 Riverfront Drive, Omaha, NE 68102-4226. DEADLINE: JANUARY X, 200X.* There will be no extension of the deadline! No e-mail or solely hardcopy submissions will be accepted! For more information and program assistance call 888-237-3252.

<p>1. Project Name: <u>Fishes of Lewis & Clark Exhibit</u></p> <p>NPS Areas of Project: <u>Lewis & Clark National Historic Trail</u></p>	<p>2. Estimated Start Date: <u>May 01, 2004</u></p> <p>Expected End Date: <u>October 31, 2005</u></p>
<p>3. Applicant Organization: (<i>Note: NPS funding for this project will be provided only to this organization</i>)</p> <p><u>Federation of Fly Fishers</u></p> <p>Authorized Official: (Chairman, President, Director or equivalent)</p> <p>Name: <u>xxxxxxxxxxxxxxxxxxxxxxxx</u></p> <p>Title/Position: <u>International Fly Fishing Center Director</u></p> <p>Phone: <u>(XXX) XXX-XXXX</u></p> <p>Signature: <u>xxxxxxxxxxxxxxxxxxxxxxxx</u></p> <p>Date: <u>December 14, 2003</u></p>	<p>4. Amount Requested from NPS: \$ <u>153,099</u></p> <p>Applicant Share: \$ <u>153,099</u></p> <p>Other Contributions: \$ _____</p> <p>Total Cost: \$ <u>306,198</u></p> <p>5. Person in charge of technical administration of the project or primary point of contact:</p> <p>Name: <u>xxxxxxxxxxxxxxxxxxxxxxxx</u></p> <p>Title: <u>International Fly Fishing Center Outreach Coordinator</u></p> <p>Signature: <u>xxxxxxxxxxxxxxxxxxxxxxxx</u></p> <p>Address: (<i>All correspondence will be sent to this address</i>): <u>123 Main Street</u> <u>Anytown, USA</u></p> <p>Phone Number: <u>(xxx) xxx-xxx</u></p> <p>Fax Number: <u>(xxx) xxx-xxx</u></p> <p>E-mail: <u>iloveflyfising@flyfising.org</u></p>

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6. ***IF project is associated with an NPS area other than Lewis & Clark National Historic Trail, please list:***

Park Name: _____

Address: _____

NPS Contact: _____

Phone Number: _____

E-mail: _____

7. Will there be a need for National Environmental Protection Act (NEPA) or National Historic Preservation Act (NHPA) compliance? (Compliance is needed when federal dollars are used on any project involving ground disturbance, construction or other actions that may influence natural or cultural resources.)

_____ Yes X No

If Yes, attach a letter from the organization retaining property ownership, and/or authority, stating their willingness to accomplish NEPA or NHPA compliance for this project.

8. **Please categorize your project: (Choose one.)**

Tribal Event and/or Programs ☐

Bicentennial and/or Event Planning ☐

Visitor Centers and Other Built Facilities ☐

Educational Services ☐

Long Term Lewis & Clark NHT Planning ☐

Tribal Facilities ☐

Wayside Signs and/or Exhibits ☒

Trail construction or rehabilitation ☐

Publications, Maps, Media and/or Website ☐

Research, Archeology, Archiving, or Library ☐

9. **Has this Project had prior CCS Funding from Lewis and Clark NHT?**

_____ Yes X No

If yes, how much total? _____ Choose the Program Year(s): ☐ ☐ ☐ ☐
 (You will be able to choose more than one.) 2002 2003 2004 2005

If yes, you must attach a project status report to the hardcopy. This report can be found on our web site at www.nps.gov/lecl – follow the link for Challenge Cost Share.

10. **Project Summary:** Briefly summarize the project. Explain how this project preserves the heritage of the Lewis and Clark Expedition and/or associated American Indian Tribes. Explain how the project will provide service to the public. **Be clear and concise! (100 words or less. Anything more will not print in the web application.)**

Fish and fishing played a major role in the Lewis & Clark Expedition. They discovered 11 species of fish and 31 species were mentioned in the journals. The capture of fish for food, science and recreation were an important part of the journey and fish served as a significant food source. Despite this, there are few if any opportunities for the public to learn about this aspect of the Expedition. Through this project a permanent exhibit will be created that will interpret the fish discoveries, the use of fish for food and the fishing methods of the Expedition.

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11. Project Description: Specify planned objectives, major actions, and measurable results (who, what, when, where, how). Outline concisely the objectives and tasks needed to complete the project. Provide a timeline with proposed beginning and end dates (when will the project be completed). Identify any NPS activity, such as staff expertise, equipment, supplies, etc. that will be requested. **Please limit description to approximately 1000 words or less. (Anything more, the web program will erase.)**

The Federation of Fly Fishers (FFF) proposes to develop a "Fishes of Lewis and Clark" (working title) exhibit at the International Fly Fishing Center (IFFC) in Livingston, MT. This exhibit will have three main areas of emphasis; the fish discoveries of Lewis and Clark, the use of fish as food by the expedition and the different fishing methods employed. Lewis and Clark made significant contributions to the understanding of the fish of the West. They were the first to describe at least 11 species of fish and in all they recorded 31 different fish species in their journals. The cutthroat trout, first described at Great Falls, MT carries Clark's name, *oncorhynchus clarki* while others such as channel catfish, sauger and grayling are known around the world. Lewis and Clark were unable to bring back hides, skulls or other physical evidence of their fish discoveries. Instead they made detailed journal entries, in some instances including sketches. Unfortunately, the first printing of the journals did not include these detailed descriptions. It was not until the 1905 Thwaites reproduction of the journals that it became obvious that the fish discoveries were much more significant than had been supposed. Today many of these native fishes face a precarious existence and are found in far fewer numbers than when the expedition first traveled our waters. From the beginning, Lewis & Clark knew that fishing would be important to the expedition. The journals and supporting documents describe the purchase of more than 2,800 fish hooks as well as other fishing supplies. "I amused myself in fishing, and sleeping away the fortieques of yesterday" writes Lewis indicating that fishing for pleasure and relaxation was a favorite activity. Additional accounts of fishing are common in the journals. Silas Goodrich was the expeditions best angler and his angling prowess is often cited. However, fishing was often a much more prosaic activity as the men worked to harvest fish for food and study. A number of accounts tell of capturing hundreds of fish using seines, weirs, traps and willow drags. Many of these fish went directly to the frying pan while others became objects of study. Fish as food were not always popular, yet, it is remarkable that the role of fish in the diet of the expedition is so rarely discussed. All aspects of the capture, study and consumption of fish will be presented in this permanent exhibit as will be the status of the fish and resource today. We will combine signs, murals, period artifacts, fish models, fishing scene reproductions, audio/visual materials and other display components to fully interpret this often overlooked aspect of the expedition. The exhibit will occupy approx. 1,500 sq ft on the main floor of the IFFC, which is located in the former Lincoln School in downtown Livingston MT. This exhibit will require extensive renovations to current storage and classroom areas in the Museum. Construction work will begin in the summer of 2003. Display planning will begin in May 2003 and construction will begin in early fall 2003. The completed exhibit will be open to the public in the late summer of 2004. A natural extension of this project will be the associated youth education programs. The IFFC currently provides angling and aquatic resource education programs with more than 5,200 student days of education provided in 2002. We will immediately begin to include Lewis and Clark information in these programs and tens of thousands of students will be exposed to this message in the next few years. A second phase of this effort is planned to include the creation of a virtual exhibit on the Web, articles and publications about the fish and fishing and other educational media. This second phase is not included in this application.

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12. Explain your organization's resources (personnel, financial, and other) and ability to accomplish the project within the given time limit of two years from the time of a CCS award. List the appropriate expertise that will be involved to assure project completion in accordance with National Park Service standards.

The Federation of Fly Fisher's (FFF) International Fly Fishing Center (IFFC) is uniquely qualified to complete this project. It is a proven museum and visitor attraction, it is in a geographically ideal location, its staff has a proven expertise, existing programs complement and enhance the Lewis & Clark effort and the FFF has a long history of financially responsible actions. As a combined museum and education center the IFFC is the world's only institution of its kind. Each year visitors from around the world travel to Livingston to visit the museum. In 2002 the IFFC was twice featured on ESPN, it was named a "Travel Treasure" by AAA and was featured in magazine and newspaper stories across the globe. The IFFC has proven its ability to attract visitors and provide them a quality interpretive experience. The IFFC is located in Livingston, MT, the original and only year round entrance to Yellowstone Park. Located on the banks of the Yellowstone River at the junction of Interstate 90 and US Hwy. 89, Livingston is directly on Captain Clark's return down the Yellowstone. Each year Yellowstone Park has over 3 million visitors and more than 2,800,000 visitors travel through Livingston. These visitors will all have the opportunity to learn about the fisheries heritage of Lewis & Clark through this project. IFFC staff, volunteers and contractors possess the ability to complete projects on schedule and within budget. Project administrator Bob Wiltshire has been director of the IFFC since its creation 1995 and has overseen every aspect of its development. His articles on the history of fisheries issues have appeared in numerous publications, he is active in museum administration associations and brings additional skills as a former fisheries biologist. He and his staff have repeatedly proven their ability to prepare significant interpretive exhibits. In 2002 they created 3 new exhibits at the IFFC including "The Art of the Creel" an examination of the art and history of fishing creels. Additional expertise for this project will be provided by contractors and volunteers. Robert Spannering is a noted interpretive artist whose works have been used to illustrate many different projects. Dr. Marshall Bloom MD is author of "Undaunted Anglers" a seven part series on the angling adventures of the Expedition. Ken Walcheck is a noted Lewis & Clark historian who has recently completed a major article about the fish discoveries of Lewis & Clark (submitted for publication). Additional expertise has been pledged from Montana Fish, Wildlife & Parks, Montana Chapter American Fisheries Society and The Great Bend of the Yellowstone Commission. As a 38 year old organization the FFF has repeatedly proven they have the oversight, accountability and financial resources to complete a project of this nature.

13. Describe the American Indian involvement in the project. Submit a statement describing consultation and participation, with names and functions of individuals consulted, a resolution of support, or other evidence from the individuals and/or tribes involved with the project. **Projects claiming this involvement without submitting requested documentation will not receive funding.**

None

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14. List the tangible, measurable results or product(s) that will be in place at the end of the project. Identify results or products in measurable terms. Examples: new facilities, renovations made, research reports, type of visitor services, cultural or natural resources preserved, educational or interpretive products, recreational service provided. Will the product from the project be use for purposes other than enhancing the public knowledge, understanding and experience of the Lewis and Clark NHT? If yes, explain. (Rest rooms, parking lots, boat ramps and other facilities that are not 100% related to the Lewis and Clark experience will not be considered for funding.)

This project will result in the creation of a permanent exhibit on the fisheries heritage of Lewis & Clark. This 1,500 sq. ft. exhibit will provide ongoing enhancement of the public's knowledge and understanding of the Lewis & Clark Expedition and Trail. Signs, murals, artifact collections and other interpretive materials will be developed as part of this project and all will be used to expand the understanding of the Expedition. The project is designed to produce a defined product of an interpretive exhibit and it will be easy to measure the success of the effort by examining the exhibit. The progress toward creating this tangible product can be examined at any time during production or after completion. This project will promote the preservation and restoration of the habitats and fishes that were experienced by the Expedition. This project is exclusively Lewis & Clark Trail related.

15. **Applicant Assurance:** Stipulate your agreement to identify the National Park Service Challenge Cost Share Program in signs, film, or published materials, or other products developed under this funding. NPS officials should be invited to participate in Signature and other significant Bicentennial events.

The Federation of Fly Fishers will clearly identify the contributions of the National Park Service Challenge Cost Share Program in signs, film, or published materials, or other products developed under this funding.

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- 16. Budget Data.** Use Project Budget Narrative Worksheet (page 11) as your source for this information. Column 1 lists the amount of NPS funds to be used for each category. Column 2 lists all non-federal organizational contribution in dollars and/or in kind services. Column 3 lists Federal Partner contributions (other than NPS) to the project, which can not be counted as a direct match with NPS dollars. **The web site will use the Budget Narrative totals for Columns 1 & 2 – Column 3 you must complete this block on the web site. The web site will perform the math in the Budget Narrative and in this section.**

Budget Categories	1 CCSP Funds (Request from NPS)	2 Partner or Other Non- Dollars Federal Funding	3 Additional Federal Sources	
a. Personnel	\$ 46,800	\$ 23,400	\$	
b. Fringe Benefits	\$ 11,232	\$ 5,616	\$	
c. Consultant Fees	\$ 35,000	\$ 15,000	\$	
d. Travel	\$ 2,200	\$ 600	\$	
e. Equipment	\$ 7,000	\$ 7,000	\$	
f. Supplies	\$ 7,000	\$ 6,500	\$	
g. Indirect	\$ 0	\$ 0	\$	
h. Volunteer	\$ 0	\$ 15,000	\$	
i. Construction	\$ 43,867	\$ 40,133	\$	
j. Other	\$ 0	\$ 39,850	\$	
k. Total	\$ 153,099	\$ 153,099	\$	
				Grand Total \$ 306,198

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17. Budget Overview: From Column One in #16, identify the results to be achieved from each category of funding in the space below. Describe the reason why each category of funding requested is necessary to accomplish the project. For funds requested for personnel, explain what the positions will accomplish. If funds are for consultants, what product will the consultants produce? Identify the specific function, and proportion of the project that CCS funds will be used to produce? Specify the purpose for any travel. List, specify, and define “Other”.

Personnel – CCS funds will be used to pay an exhibit preparer to perform most of the work associated with creating the exhibit. This position is budgeted for 18 months with a salary of \$15.00 per hour. This position is required to provide research, planning, text preparation, contractor oversight, etc.

Fringe Benefits – Calculated at 24% of salary

Consultant Fees – Contractors will be used to provide the bulk of the art needed for this project. This will include murals and illustrations. Contractors will be used to provide some technical research and to review content for accuracy. Consultants will be used to produce short video segments to enhance exhibits.

Travel – Travel (multiple trips) to Great Falls and Helena will be to conduct research at the Lewis & Clark Interpretive Center and the Montana Historical Society. Travel to Bitterroot River will be to recreate fish seining to obtain photos and video.

Equipment – The purchase of a large format printer will allow us to produce many of the needed signs and graphics at the IFFC. This will result in significant savings from the cost of having these materials produced by contractors.

Supplies – A computer is needed for exhibit preparer to complete project. Second computer and video projector will be used in exhibit. VCR and Monitor/TV will be used to play video tape in the exhibit. Office supplies include the various items needed to complete the project. The vinyl cutter and materials are needed for sign production.

Construction – Significant renovation is required before the exhibit can be installed. Floors and walls need to be finished, windows need to be removed, a doorway through a wall needs to be created, etc. The current climate control is inadequate for the exhibit. Funds will be used to purchase and install air conditioning. New lighting will be needed to properly illuminate the exhibit and funds will be used for purchase and installation. New cabinets and cases need to be created to properly display artifacts and information.

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PROJECT BUDGET NARRATIVE WORKSHEET. Using the budget format below, outline the project budget (The web site can expand the fields as necessary.) Each subtotal entered in **Item 16, Budget Data** will be derived from this information and match the totals in these sections. Each cost item must clearly show how the total charge for that item was determined. **The website will allow multiple lines in each category and is only limited by the project's need for detail.**

Please note: This budget narrative must include the minimum dollar for dollar required match (e.g., if applying for \$30,000 CCSP funds, the budget **must** show a minimum of \$30,000 non-Federal match provided by partners). The total dollars and dollar value of "in kind" services supplied by the organization should be listed together in the "Match" column. Federally appropriated funds **may not** be used for match and must be entered in Item 16, Column 3. All non-Federal matching share must be contributed during the project period, which begins when the Cooperative Agreement and/or contract is signed by both the National Park Service and the project partner. No costs accrued prior to that date will be accepted.

1. Personnel. Provide the titles and function of key project personnel. Please note that CCSP funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.					
Title of Position	Wage or Salary	CCSP Funds	Match /Cost Share (if any)	Total	
Exhibit Preparer	\$ 46,800	\$ 46,800	\$	\$ 46,800	
IFFC Staff	\$ 23,400	\$	\$ 23,400	\$ 23,400	
Subtotal		\$ 46,800	\$ 23,400	\$ 70,200	
2. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.					
Rate	Salary or Wage Base	CCSP Funds	Match / Cost Share (if any)	Total	
24 % of	\$ 46,800	\$ 11,232	\$	\$ 11,232	
24 % of	\$ 23,400	\$	\$ 5,616	\$ 5,616	
Subtotal		\$ 11,232	\$ 5,616	\$ 16,848	
3. Consultant Fees. This should include payments for professional and technical consultants participating in the project.					
Name and Type of Consultant	# of Days	Daily Rate of Compensation	CCSP Funds	Match/Cost Share (if any)	Total
Video Production Services	10	\$ 500	\$ 5,000	\$ 0	\$ 5,000
American Fisheries Society, Technical Services	10	\$ 200	\$ 0	\$ 2,000	\$ 2,000
Robert Spannering, Artist - Graphics & Design	200	\$ 185	\$ 28,000	\$ 9,000	\$ 37,000
Montana Fish, Wildlife & Parks	10	\$ 200	\$	\$ 2,000	\$ 2,000
Ken Walcheck & Other Technical Advisors	20	\$ 200	\$ 2,000	\$ 2,000	\$ 4,000
Subtotal			\$ 35,000	\$ 15,000	\$ 50,000

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4. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	CCSP Funds	Match/Cost Share (if any)	Total
Livingston/Helena	2	2	\$ 60	\$ 160	\$ 220	\$ 0	\$ 220
Livingston/Great Falls/Livingston	2	10	\$ 960	\$ 440	\$ 1200	\$ 200	\$ 1400
Livingston/Bitterroot River	10	2	\$ 960	\$ 490	\$ 780	\$ 400	\$ 1180
Subtotal					\$ 2200	\$ 600	\$ 2800

5. Equipment. List all equipment items in excess of \$5,000. Items worth less than \$5,000 or that have a useful life of less than two years must be listed in the Supplies and Materials category (Category 6, below).

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
Wide Format Printer	\$ 14,000	\$ 7,000	\$ 7,000	\$ 14,000
Subtotal		\$ 7,000	\$ 7,000	\$ 14,000

6. Office Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e.; equipment costing less than \$5,000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Equipment category (Category 5, above).

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
Computer	\$ 1,400	\$ 1,400	\$ 0	\$ 1,400
Computer	\$1,100	\$ 600	\$ 500	\$ 1,100
Video Projector	\$ 3,000	\$ 1,500	\$ 1,500	\$ 3,000
Display Monitor/TV	\$ 3,000	\$ 1,500	\$ 1,500	\$ 3,000
Office Supplies	\$ 1,500	\$ 700	\$ 800	\$ 1,500
VCR w/ cables, connectors, and misc.	\$ 500	\$ 0	\$ 500	\$ 500
Vinyl Cutter w/ Supplies	\$ 3,000	\$ 1,300	\$ 1,700	\$ 3,000
Subtotal		\$ 7,000	\$ 6,500	\$ 13,500

7. Indirect Costs. This is the rate an Educational or other Institution will charge to administer the grant funds in this project. We do not fund rates at total cost, which are above 15% of the grant award. Please see next section for volunteer indirect costs.

Rate Label	Cost	CCSP Funds	Match/Cost Share (if any)	Total
None		\$	\$	\$
Subtotal		\$	\$	\$

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8. Volunteer Hours. Provide position functions and titles of key project volunteer personnel. Please note that CCSP funds may not be used to pay Federal employees, nor may Federal salaries be used as match/cost share. An acceptable rate to determine the value of volunteer hours is the established pay scale for a consultant who would be providing such services or \$16.00 per hour.

Title of Position	Wage or Salary	Total Hours	CCSP Funds	Match /Cost Share (if any)	Total
Construction Labor	\$ 20	200	\$ 0	\$ 4,000	\$ 4,000
Art and Design	\$ 40	150	\$ 0	\$ 6,000	\$ 6,000
Display Preparation	\$ 15	200	\$ 0	\$ 3,000	\$ 3,000
General Labor	\$ 8	250	\$ 0	\$ 2,000	\$ 2,000
Subtotal			\$ 0	\$ 15,000	\$ 15,000

9. Construction/Conservation Materials.

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
Renovation of Space	\$ 19,000	\$ 10,067	\$ 8,933	\$ 19,000
Upgrade Climate Control	\$ 2,000	\$ 2,000	\$ 0	\$ 2,000
Lighting Equipment and Installation	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,000
Furniture	\$ 10,000	\$ 0	\$ 10,000	\$ 10,000
Display cabinets and cases	\$ 50,000	\$ 30,300	\$ 19,700	\$ 50,000
Subtotal		\$ 43,867	\$ 40,133	\$ 84,000

10. Other (specify).

Item	Cost	CCSP Funds	Match / Cost Share (if any)	Total
FFF Administrative Fee	\$ 27850	\$ 0	\$ 27850	\$ 27850
Communication expenses	\$ 3000	\$ 0	\$ 3000	\$ 3000
Rental of facility space during construction	\$ 9000	\$ 0	\$ 9000	\$ 9000
Subtotal		\$ 0	\$ 39,850	\$ 39,850